

**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

**INVITATION FOR BID #4-07
PRINT AND DISTRIBUTE RECREATION GUIDES**

Sealed bids addressed to the City of Rockville, Maryland for

PRINTING AND DISTRIBUTING THE RECREATION GUIDES

will be received at the Purchasing Office, Rockville City Hall, 111 Maryland Avenue, Rockville, Maryland 20850 until 2:00 P.M., **WEDNESDAY, JULY 5, 2006.**

The bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered. All bids will be publicly opened after the time set for receipt of bids and read aloud in the Black-Eyed Susan Room at the same address.

Bid sheets shall be submitted in a sealed envelope. The face of the envelope shall contain the date and time of bid opening and bid number.

BID DOCUMENTS

Solicitations are available several ways:

1. By downloading the Document from the City website at <http://www.rockvillemd.gov> Click on bids and proposals
2. Call us at (240) 314-8430 and we will mail the IFB or RFP to you, or
3. You may visit the Purchasing office and pick up a bid or proposal packet between the hours of 8:30 a.m.–5:00 p.m., Monday through Friday, excluding government holidays. We are located at Rockville City Hall, 111 Maryland Avenue, Rockville, MD 20850

SUBMISSION OF BID

All bid sheets must be executed and submitted in a sealed envelope (do not include more than one bid per envelope). The face of the envelope shall contain the date and time of bid opening and bid number.

AWARD

Award will be made to the lowest responsive and responsible bidder complying with all provisions of the Invitation for Bid, provided the bid price is reasonable and in the best interest of the City to accept.

NOTICE TO BIDDERS

Companies not incorporated in the State of Maryland must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations in order to enter into a contract with the City. "Pursuant to 7-201 et seq of the Corporations and Associations Article the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, MD 21201 before doing any interstate or foreign business in this State. Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department of Assessments and Taxation."

Bidders must supply with their bids their US Treasury Department Employers' Identification Number as such number is shown on their Employer's Quarterly Federal Tax Return (US Treasury Department Form No. 941). This number shall be inserted on the Bid Sheet in the space provided.

Bidders must be qualified to bid in the state in accordance with Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

The city reserves the right to reject any or all bids in part or full and to waive any technicalities or informalities as may best serve the interests of the city.

Any individual with disabilities who would like to receive the information in this document in another form may contact the ADA coordinator at (240) 314-8100 TDD (240) 314-8137.



CITY OF ROCKVILLE
MARYLAND
GENERAL CONDITIONS AND
INSTRUCTIONS TO BIDDERS

(8/04)

1. **PREPARATION** All bids are to be submitted in a sealed envelope to the Purchasing Office marked with the bid number. The following forms must be submitted:
- Pricing page
 - Non-collusion/non-conviction affidavit
 - Other forms as required.

The bid proposal form must be typed or written in ink. Conditional bids and bids containing escalator clauses will not be accepted. Bids must contain an original signature, in the space provided, of an individual authorized to bind the bidder.

2. **LATE BIDS** It is the bidder's responsibility to assure delivery of the bid at the proper time to the designated location. Bids delivered to any other office or location will not be considered. Bids will be publicly opened after the time set for receipt and read aloud. Bidders may attend bid openings.
3. **BID AWARD** Award will be made to lowest responsive and responsible bidder complying with all provisions of the Bid, provided the price is reasonable and in the best interest of the City to accept. The City reserves the right to award by individual commodities/services, group, all or none or any combination thereof. When a group is specified, all items in the group must be bid. In determining the responsibility of a bidder, the following criteria may be considered:
- The ability, capacity and skill of the bidder to perform the contract or provide the services required;
 - Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - The character, integrity, reliability, reputation, judgment, experience and efficiency of the bidder;
 - The quality of performance on previous contracts or services;
 - The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service;
 - The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

- The quality, availability and adaptability of the goods or services to the particular use required;
- The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- Whether the bidder is in arrears to the City or a debt or contract or is in default on a surety to the City;
- Such other information as may be secured by the City having a bearing on the decision to award the contract.

4. **ADDENDA** All addenda issued after the Request for Quotations and before the due date of the quotation shall become part of the contract. Bidders are required to acknowledge the addenda by one of the following methods; it is the responsibility of the vendor to make inquiry as to addenda issued:
- List the number of the addenda on the proposal sheet
 - Return a copy of the addenda with the bid
 - Initial in person at City Hall receipt of the addenda
5. **ACCEPTANCE/REJECTION OF BIDS** The City reserves the right to reject any or all bids in part or full and to waive any technicalities or informalities as may best serve the interests of the City. The City will accept or reject bids within forty-five (45) days after the bid due date. Bids may not be withdrawn during that period.
6. **MULTI-YEAR BIDS** Multi-year contracts may be continued each fiscal year only after funding appropriations have been granted. In the event necessary funding appropriation is not granted, the multi year contract shall be null and void, effective July 1st of the affected year.
7. **ERRORS IN BIDS** When an error is made in extending total prices the unit bid price will govern. Erasures in bids must be initialed by the bidder. Carelessness in quoting prices or in preparation of bid will not relieve the bidder from performing the contract. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if the bid is accepted.
8. **BID WITHDRAWAL** Requests for withdrawal of bids prior to bid opening shall be transmitted to the contract officer in writing.
9. **MISTAKES** Bidders are expected to be thoroughly familiar with all bid documents, including all addenda. No consideration will be granted for any alleged misunderstanding of the intent of the specifications. Each bidder shall carefully and thoroughly examine these bid documents for completeness. No claim of any bidder will be allowed on the basis that these bid documents are incomplete.

10. INTEREST IN MORE THAN ONE BID AND COLLUSION

Multiple bids received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for a solicitation both as a bidder and as a subcontractor for another bidder, will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

11. TERMS AND CONDITIONS The terms and conditions of this document govern in event of conflict with any terms of the bidder's proposal, and are not subject to change by reasons of written or verbal statement by the contractor unless accepted in writing. Words and abbreviations which have well known technical or trade meanings are used in accordance with such meanings.

12. INTERPRETATION Any questions concerning conditions and specification shall be directed in writing to the Purchasing Office. The submission of a bid shall be prima facie evidence that bidder thoroughly understands the terms of the specification. The contractor shall take no advantage of any error or omission in the specifications.

13. MATERIALS All materials shall be new and free from defects. They shall be standard products of current manufacture. Unless otherwise noted in the specifications, contractor shall abide by specific manufacturer instructions and recommendations on installation and operation.

14. PRICES Bids must be submitted on a firm fixed price, F.O.B. destination basis only, unless otherwise specified herein.

15. DISCOUNTS All discounts other than prompt payment are to be included in the bid price. Cash discounts will not be considered in determining the lowest net cost for bid evaluation purposes.

16. DELIVERY All time limits stated in the contract documents are of the essence. The contractor shall expedite the work and achieve substantial completion within the contract time. If time limits are not specified, state the number of days required to make delivery/completion in the space provided. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the contractor, notwithstanding that such materials/workmanship have been previously overlooked and accepted.

17. REFERENCES References may be required prior to award.

18. PAYMENT Payment will be made upon receipt of an accepted invoice, submitted in duplicate to:

City of Rockville
Attn: Accounts Payable Division
111 Maryland Avenue
Rockville, Maryland 20850

All invoices must reference a Purchase Order Number. Payment will be made upon inspection and/or testing of all items for compliance with specifications and in satisfactory condition. Should inspection delays occur, the contractor shall have thereby no claim for damages or extra compensation. Discounts shall be applicable from the date of acceptance of the materials rather than the date of the invoice.

19. DELAYS/EXTENSION OF TIME If the contractor is delayed in the delivery of the supplies, equipment or services by any act or neglect of the City or by a separate contractor employed by the City, or by any changes, strikes, lockouts, fires, unusual delays in transportation or delay authorized by the City, the City shall review the cause of such delay and shall make an extension if warranted.

All claims for extensions must be a written notice sent to the Contract Officer within ten (10) calendar days after the date when such alleged cause for extension of time occurred. All such claims shall state specifically the amount of the delay the contractor believes to have suffered. If statement is not received within the prescribed time the claim shall be forfeited and invalidated.

20. NO DAMAGES FOR DELAY The contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made for any delays or hindrances, from any cause whatsoever during the progress of any portion of the services specified in the contract. Such delays or hindrances, if any, may be compensated for by an extension of time for such reasonable period as the City may decide. Time extensions will be granted only for excusable delays such as delays beyond the control and without the fault or negligence of the contractor.

21. TERMINATION FOR DEFAULT The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms and an award made to next low Bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices: provided, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

22. TERMINATION FOR CONVENIENCE The performance of work or services under this contract may be terminated in whole or part, upon ten (10) calendar days written notice when the City determines that such termination is in its best interest. The City shall be liable only for those goods and services furnished prior to the effective date of such termination.

23. CHANGES The City, without invalidating the contract, may order written changes in the work consisting of additions, deletions or modification with the contract sum and time being adjusted accordingly. All such changes shall be made in writing by the Contract Officer

Costs shall be limited to the following: cost of materials, cost of labor and additional costs of supervision and field office personnel directly attributable to the change.

The cost or credit to the City from a change in the work shall be determined by mutual agreement. The contractor shall do all work that may be required to complete the work contemplated at the unit prices or lump sum to be agreed upon.

No alterations or variables in the terms of the contract shall be valid or binding upon the City unless made in writing and signed by the City .

24. EXTRA COSTS If the contractor claims that any instructions by drawings or otherwise involve extra cost or extension of time, a written request must be submitted to the Project Manager within ten (10) calendar days after receipt of such instructions and before proceeding to execute the work, stating in detail the basis for objection. No such claim will be considered unless so made.

Any discrepancies which may be discovered between actual conditions and those represented by the specifications and/or drawings shall be reported to the City and work shall not proceed, until written instruction has been received by the contractor from the City. On drawings the figured dimensions shall govern in the case of discrepancy between the scales and figures.

Anything shown on applicable plans and not mentioned in the specifications or mentioned in the specifications and not shown on the plans have the same effect as if shown or mentioned respectively on both.

25. BRAND NAME OR EQUAL Identification of an item by manufacturer's name, trade or brand name, or catalog number are for information and establishment of a quality level desired and are not intended to restrict competition. Bidders may offer any brand which meets or exceeds the specifications, unless brand name only is specified. Bids on other makes and/or models will be considered provided the bidder clearly states on the proposal form what is being proposed and forwards with the bid complete descriptive literature indicating

how the characteristics of the article being offered will meet specifications. The City reserves the right to accept or reject items offered as an "equal"

26. GUARANTEE All guarantees and warranties required shall be furnished by the contractor and shall be delivered to the Contract Manager before final payment is made.

The contractor guarantees that the items conform to the design and specifications and to drawings, samples or other descriptions referred to in this document. The contractor further guarantees the items will be free from defects in materials and workmanship, latent or patent and are suitable for the intended purpose as far as the contractor knows or has reason to know. The guarantee contained herein shall remain in full force and effect for a minimum of one year after initial delivery to the City unless another effective period is specified.

27. DEFECTIVE SUPPLIES/SERVICE Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the contractor. If the work shall be found to be defective or to have been damaged, before final acceptance, the contractor shall make good such defect in a manner satisfactory to the City, without extra compensation even though said defect or injury may have not been due to any act or neglect of the contractor.

28. LEGAL REQUIREMENTS All materials, equipment, supplies and services shall conform to applicable Federal and State laws and regulations. The contractor shall observe and comply with all Federal, State, County and local laws and ordinances that affect the work to be done. The provisions of this contract shall be governed by the law of the State of Maryland.

29. SUBCONTRACTING When allowed, bidders who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a description of the items to be subcontracted, 2) all subcontractor names, addresses and telephone numbers and 3) the nature and extent of the work utilized during the life of the contract.

This does not relieve the contractor from the prime responsibility of full and complete performance under the contract. There shall be no contractual relationship between the City and any subcontractor.

30. RESERVATIONS The City reserves the right to add or delete any item(s) from the bid in whole or in part at the City's discretion without affecting the bid prices for any item or remaining work. Unit prices submitted in the bid shall not be increased or decreased regardless of changes in quantity.

The City may waive minor differences in specifications in bids provided these differences do not violate the specifications' intent nor materially affect the operation for which the items are being purchased.

31. AUTHORITY OF THE CITY MANAGER IN DISPUTES

Except as may otherwise be provided by the final agreement, any dispute concerning a question of fact arising under the agreement signed by the City and the contractor which is not disposed of by the final agreement shall be decided by the City Manager who shall notify the contractor in writing of his determination. The contractor shall be afforded the opportunity to be heard and offer evidence in support of the claim. Pending final decision of the dispute herein, the contractor shall proceed diligently with performance under the agreement signed by the City and the contractor. The decision of the City Manager shall be final and conclusive unless an appeal is taken pursuant to City Purchasing Ordinance.

32. INDEMNIFICATION OF THE COUNCIL

The contractor shall indemnify and save harmless the Mayor and Council from all suits, actions and damages or costs, of every name and description to which the Council may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on part of the contractor, or subcontractors or agents of the contractor.

33. NO LIMITATION OF LIABILITY

The mention of any specific duty or liability of the contractor in any part of the specification shall not be construed as a limitation or restriction upon any general liability or duty imposed upon the contractor.

34. MISCELLANEOUS PROVISIONS

The City and the contractor each bind themselves, their partners, successors, assign and legal representatives of such other parties in respect to all covenants, agreements, and obligations contained in the contract document. Neither party to the contract shall assign the contract or sublet it as a whole without the written consent of the other, nor shall the contractor assign any monies due or to become due hereunder without the previous written consent of the City.

Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to any officer of the corporation for whom it was intended if delivered or sent by registered or certified mail to the last known address.

Duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of the duties, obligations, rights and remedies otherwise imposed or available by law, unless so indicated.

The contractor shall not be permitted to do any work which will require the services of any City employee on City holidays, Saturday or Sunday unless authorized by the appropriate City supervisor.

35. EQUAL EMPLOYMENT OPPORTUNITY

The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, or disability. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, national origin, or disability. Such action shall include but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination; rates of pay or other form of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices (provided by the City) setting forth the provisions of this nondiscrimination clause.

If the contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts, this contract may be declared void AB INITIO, cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts with the City of Rockville.

Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the contractor will permit access to the contractor's books, records and accounts. If the City Manager concludes that the contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.

36. LANGUAGE

If applicable, the contractor shall appoint one or more crew members or supervisors to act as liaison with the City and emergency service personnel. All liaisons shall be fluently bilingual in English and the contractor's employees' language(s), and at least one liaison shall be present at each work site at all times when any of the contractor's employees or agents are at the site.

37. ASSIGNMENT

Neither this contract nor any interest therein nor claim thereunder shall be assigned or transferred by the contractor except as expressly authorized in writing by the City.

38. INSURANCE

Prior to the execution of the contract, the Contractor must obtain at their expense and keep in force and effect during the term of the contract including all extensions, the insurance specified below, with an insurance company licensed or qualified to do business in the State of Maryland. The Contractor must submit to the Purchasing division a certificate of insurance prior to the start of any work. The certificate must show the quotation number and name of the project. The Mayor and Council, City of Rockville must be named as an additional insured on all liability policies. Sixty days written notice to the City of cancellation or

material change in the policy is required. In no event may the insurance coverage be less than shown below.

Unless otherwise described in this contract the successful contractor and subcontractors will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

Commercial General Liability Insurance	Bodily Injury \$500,000 each occurrence
Property Damage	\$100,000 each occurrence

Blanket Contractual Coverage	Bodily Injury \$500,000 each occurrence
Property Damage	\$100,000 each occurrence

Independent Contractor Coverage	Bodily Injury \$500,000 each occurrence
	Property Damage \$100,000 each occurrence

Products and Completed Operations Coverage	\$500,000 aggregate (combined limit applicable to Bodily Injury and Property Damage)
--	--

Personal Injury Coverage (Sections A, B, and C)	\$500,000 aggregate
---	---------------------

<u>Workman's Comp Insurance</u>	Section A – Statutory limits State of Maryland Section B – Employer's Liability (\$100,000 each accident)
---------------------------------	--

<u>Comprehensive Automobile Liability Insurance</u>	Bodily Injury \$250,000 each person \$500,000 each occurrence
---	--

(Applicable to owned, non-owned and hired vehicles)	Property Damage \$300,000 each occurrence
---	---

<u>Professional Liability Insurance</u> (if requested)	\$200,000 covering acts or omissions of the Contractor
--	--

The Contractor shall not commence any work under the Contract until a written Purchase Order is received from the Contract Officer

Alternative insurance requirements, when outlined under the special provisions of this contract, shall take

precedence over the above requirements in part or in full as described therein.

**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

**INVITATION FOR BID #4-07
PRINT AND DISTRIBUTE RECREATION GUIDES**

SPECIAL CONDITIONS

INCREASE IN QUANTITIES

The City reserves the right, at any time during the life of the contract to increase the quantity of materials sufficiently to represent an increase of up to 10% (ten percent) of the total dollar value of the contract. The City however, may vary to any extent it may desire, the quantity of materials purchased under the contract, provided that the total dollar value of the contract is not thereby increased by more than 10%. Any increase as above provided shall in no way vitiate the Contract.

The quantities must not exceed the contract specified quantities by more than 5% without specific written authorization by the City Manager or his designee and it is the Contractor's responsibility to obtain said authorization.

The Contractor shall be paid for the actual quantity of materials furnished and delivered as designated in the Bid at the price stipulated. In case the quantity of materials is increased as above provided the Contractor shall not be entitled to any increased compensation in unit prices above the price bid.

SUPERVISION

The Work shall be under the general supervision of the Superintendent of Recreation and the City Graphics Supervisor. The Superintendent and/or the Graphics Supervisor at his/her discretion, may from time to time, direct the order which, and points at which, the work shall be prosecuted, and may exercise such general control over the conduct of the Work at a time or place, as shall be required, in his/her opinion, to safeguard the interests of the City and the Contractor shall have no claim for damages or extra compensation due to the fact that it shall have been necessary to carry on the Work in a different sequence from that which may have been contemplated.

The Contractor shall immediately comply with any and all orders and instructions given by above-referenced persons but nothing herein contained shall be considered such an assumption of control over the work by the City as to relieve the Contractor of any of his obligations or liabilities under the Contract.

**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

**INVITATION FOR BID #4-07
PRINT AND DISTRIBUTE RECREATION GUIDES**

SPECIFICATIONS

SCOPE

The intent of this bid is to obtain printing, preparation for mailing and mailing of the Rockville Department of Recreation and Parks seasonal program guides. The guides are produced and mailed five times a year.

InDesign/PDF file will be submitted on CD or sent via FTP over Internet.

Stock: 50 lb. Newsprint offset, brightness of 80 (bidder shall supply paper sample with bid)

Option A: Stock: 35 lb. newsprint, brightness of 80 (no exceptions)

Cover Wrap Stock: (8-pages) 50 lb., brightness of 80 (no exceptions)

Size: Saddle-stitched booklet (flexi), finished and trimmed no less than 7 7/8" x 10 1/2" (artwork will be prepared 8" x 10 3/4")

Color

Inks: Black ink and one spot color throughout, plus four-color process photos and tint builds on front and back cover and inside corresponding signature pages on the plate.

Color key A color key or equivalent proof on 50 lb. newsprint stock of the front/back covers and inside corresponding color plate pages. Complete blueline of booklet provided by the printer, subject to approval by the Graphics Department.

Quantity: Fall issue - 33,100 booklets ----- 64 pages
Winter issue – 33,100 booklets ----- 64 pages
Camp issue - 36,000 booklets ----- 24 pages
Spring issue – 33,100 booklets ----- 64 pages
Summer issue – 33,100 booklets ----- 64 pages

PICK UP AND DELIVERY

Contractor shall pickup the CD from Rockville City Hall, Graphics Department, 126 South Washinton St., Rockville, MD 20850. Pickup during regular business hours of 8:30AM to 5PM, Monday through Friday.

Delivery Locations: 31,600 booklets, bundled and labeled, must be delivered by 5PM to the GMF Suburban Mail Facility, 16501 Shady Grove Road, Gaithersburg, MD 20898-9998.

Remaining copies must be delivered by 5 PM to Rockville City Hall, Recreation Department, 3rd floor, 111 Maryland Avenue, Rockville, MD 20850.

Bids must include any additional printer costs relative to the preproduction camera work. (e.g. mylars, stripping, negatives, screen, etc.)

	PICK UP CAMERA READY ART	MAIL AND DELIVER COPIES
FALL	JULY 31, 2006	AUGUST 8, 2006
WINTER	NOVEMBER 21, 2006	DECEMBER 1, 2006
CAMP GUIDE	JANUARY 3, 2007	JANUARY 12, 2007
SPRING	FEBRUARY 8, 2007	FEBRUARY 16, 2007
SUMMER	MAY 2, 2007	MAY 11, 2007

MAILING

31,600 booklets must be bound and labeled to the Postal Carrier Route Numbers, according to U.S. postal regulations. The bundles must be securely bound and the carrier route labels securely affixed so that they do not accidentally break open or lose their labels, rendering them undeliverable. A list of the carrier routes and quantities per route is attached. Postage will be paid by the City of Rockville.

In case of fire, strikes, or natural disasters, the Contractor shall arrange with another print shop to carry on with the work so that the schedule will be met.

All time limits stated are of the essence. The Contractor shall expedite the work and meet all deadlines as specified

NOTE: Occasionally the Post Office updates the carrier routes and changes the carrier routes and/or quantities. If this happens, the printer will receive written notification of the changes prior to the next scheduled issue, and the new list will supersede any previous list.

QUALITY OF WORKMANSHIP

The work shall be of professional quality. It shall be the responsibility of the Contractor to check each issue for smudges, torn copies, quality and consistence of process colors, registration of color separations and overall printing quality.

PAYMENT

Payment shall be made to the contractor upon acceptance by the City of each group of guides and upon receipt of an invoice.

The City of Rockville reserves the right to withhold 20% of the contract price of any guide that is more than one day late being delivered to GMF Suburban Mail Facility.

QUESTIONS

Technical questions should be addressed to:

Ms. Nancy Zombolas, Graphics Supervisor, (240) 314-8121 or Mr. Phil Bryan, Superintendent of Recreation, (240) 314-8625. Contractual questions should be addressed to: Ms. Angela Hughes, Buyer, (240) 314-8430.

**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

**BID PROPOSAL FORM
INVITATION FOR BID #4-07
PRINT AND DISTRIBUTE RECREATION GUIDES**

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED **IN DUPLICATE**.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>TOTAL</u>
1.	Fall Guide – 33,100 copies	64 pages	\$_____
2.	Winter Guide- 33,100 copies	64 pages	\$_____
3.	Camp Guide – 36,000 copies	24 pages	\$_____
4.	Spring Guide- 33,100 copies	64 pages	\$_____
5.	Summer Guide- 33,100 copies	64 pages	\$_____
GRAND TOTAL			\$_____

The undersigned expressly affirms the City's right to accept or reject any option without invalidating the bid.

NAME OF FIRM_____

ADDRESS_____

CITY, STATE, ZIP_____

AUTHORIZED SIGNATURE_____

DATE

TYPED SIGNATURE_____

PHONE_____FAX_____EMAIL_____

US TREASURY EMPLOYERS' IDENTIFICATION NUMBER_____

NOTE: Firms must use their FULL LEGAL name. Generally, a corporation's name must end with a suffix indicating the corporate status of that business (i.e. Inc., Co., Corp., etc.). Trade names may be indicated by individuals or corporations with the Name of Bidder_____

individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. Failure to use your FULL LEGAL name may be cause for rejection of the bid.

EXCEPTIONS: All exceptions taken to the specifications contained in this document must be clearly indicated in the space provided below. Unless noted as an exception, the bidder will be held responsible for providing each component or standard called for.

The City Manager for the City of Rockville, Maryland, retains the exclusive right to approve or reject any exception taken to the specifications contained in this bid. It is hereby agreed that if this bid is rejected due to an exception taken to a specification by the bidder, the rejection of the bid will be final and no further action may be taken.

Do you claim an exception to any specification in this bid? _____

Name of Bidder _____

<u>20850</u>			<u>20851</u>			<u>20852</u>			<u>20854</u>	
5001	522		5101	349		5201	203		5409	234
5003	388		5102	344		5202	764		5414	222
5004	273		5103	300		5203	307		5428	246
5005	334		5104	363		5207	287		5429	330
5006	390		5105	345					5431	319
5007	263		5106	407		5209	510		5440	270
5008	324		5107	365		5211	236		5444	198
5009	299		5108	296		5216	217		5447	277
5010	364		5109	383		5219	302		5448	224
5011	242		5110	312		5222	489		5470	225
5012	262		5111	344		5233	710			2545
5013	281		5113	551		5235	469			
5014	208		5114	426		5237	321			
5015	217		5115	72		5239	300			
5016	222			4857		5240	432			
5017	362					5244	433			
5018	259					5245	726			
5019	329					5248	480			
5020	139					5251	586			
5021	240						7772			
5022	193									
5023	264									
5024	298									
5025	456									
5026	309									
5027	182									
5028	201		<u>Route Managers</u>				<u>Phone #</u>		<u>Fax #</u>	
5029	271		20850 - Steve Rosenberg				301-838-2900		301-838-2904	
5030	194		20851 - Norman Smith				301-838-2933		301-838-2931	
5031	309		20852 - Steve Shaun				301-231-5973		301-231-5972	
5033	185		20854 - Jack Felton				301-983-4670		301-983-4673	
5034	203									
5035	316									
5037	279									
5039	232									
5040	334									
5042	275									
5043	331									
5044	283									
5045	300									
5046	303									
5047	297									
5048	310									
5049	222									
5050	541									
5052	404					TOTALS:	20850		16,299	
5053	524						20851		4,857	
5054	596						20852		7,772	
5055	373						20854		2,545	
5056	487								31,473	
5057	513									
5058	396									
	16299									
Updated	Apr-06									

Updated	Apr-06
---------	--------